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**The Texas Senate
 Committee on Criminal Justice**

Kelly Gilbert, *Committee Clerk*

November 1, 2000

The Honorable Rick Perry
 Lieutenant Governor of the State of Texas
 Post Office Box 12068
 Austin, Texas 78711

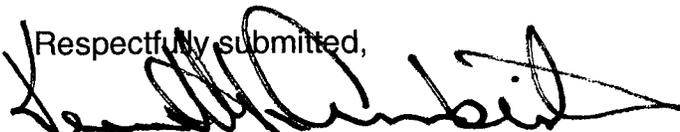
Dear Governor Perry:

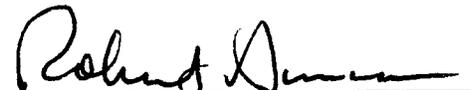
The Senate Committee on Criminal Justice is pleased to submit its final report on Interim Charge Eight. The mandate of Charge Eight has prompted the Committee to:

The Committee shall review efforts by the Commission on Jail Standards, the Juvenile Probation Commission, and the Youth Commission to monitor compliance with statutes and regulations designed to ensure the safety of security personnel and offenders. The Committee shall determine if current compliance measures and monitoring are adequate. Also, a review of employment standards and adequate background checks shall be conducted to ensure safe operations of facilities and programs. The Committee also may consider methods used to employ and retain effective security personnel in adult and juvenile facilities operated by the Department of Criminal Justice and the Youth Commission.

In compliance with your request, a copy of this report will be circulated to all Senators and other interested parties.

Respectfully submitted,


 Senator Ken Armbrister Chairman


 Senator Robert Duncan
 Vice Chairman


 Senator Mike Jackson


 Senator Jane Nelson


 Senator Florence Shapiro

 Senator Royce West


 Senator John Whitmire

ACKNOWLEDGMENTS

The Senate Committee on Criminal Justice wishes to acknowledge and thank the following:

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Steve Robinson, *Executive Director, Texas Youth Commission*

Vicki Spriggs, *Executive Director, Texas Juvenile Probation Commission*

Tony Fabelo, Ph.D., *Executive Director, Criminal Justice Policy Council*

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BACKGROUND

The Senate Criminal Justice Committee held an interim hearing on March 22, 2000 to take testimony from several agencies on compliance with statutes and regulations designed to ensure the safety of security personnel and offenders, review employment standards, and background checks to ensure safe operations of facilities and programs. The committee heard public testimony from the Texas Commission on Jail Standards, Texas Juvenile Probation Commission, and the Texas Youth Commission. The agencies gave overviews of their policies and reported that they were in compliance with current statutory requirements. This report will outline requirements and adherence to those requirements by each agency.

TEXAS COMMISSION ON JAIL STANDARDS

The Texas Commission on Jail Standards (TCJS) is statutorily responsible for establishing standards for the construction, equipment, maintenance, and operation of county jails and privately operated municipal jails. Additionally, they are charged with custody, care, and treatment of prisoners and number of jail supervisory personnel. The commission also oversees requirements for programs of rehabilitation, education and recreation. The TCJS sets minimum standards for the operation of facilities in county jails and inspects these facilities for compliance with those standards. The minimum standards adopted by the Commission cover a wide variety of activities from jail design and construction to inmate supervision and hygiene.

Standards specifically related to security are found in Section 511.009 of the Texas Government Code which enumerates the general duties of the commission:

Facility construction

The Commission must adopt reasonable rules and procedures establishing minimum standards for the construction, equipment, maintenance, and operation of county jails. They must also review and comment on plans for the construction and major modification or renovation of county jails.

Inmate classification

The Commission must adopt a classification system to assist sheriffs and judges in determining which defendants are low-risk and consequently suitable participants in a county jail work release program under Article 42.034, Texas Code of Criminal Procedure. The Commission must also adopt rules relating to requirements for segregation of classes of inmates and to capacities for county jails.

Staffing levels and certification

The Commission must adopt reasonable rules establishing minimum standards for the number of jail supervisory personnel and for programs and services to meet the needs of prisoners. They must also adopt reasonable rules and procedures establishing minimum requirements for programs of rehabilitation, education, and recreation in county jails.

Jail Inspections

Prior to the 76th Legislative Session the Texas Commission on Jail Standards, after going through the statute's sunset review, was required to establish a more stringent system to target inspections of jails under its jurisdiction. The TCJS had not, as a policy, prioritized its routine inspections of jails under its jurisdiction and did not focus on special needs of some jails to make the best use of their inspection processes. The legislature required TCJS to increase scheduled inspections of jails under its jurisdiction based on compliance history and other risk factors the Commission determined

necessary.

A 1999 report by the State Auditors office, "An Audit Report on the Inspection Process at the Commission on Jail Standards," cited deficiencies in jail inspections. The report suggested that the TCJS should implement standards of:

- Better documentation of inspection procedures and results to improve the Commission's ability to look at trends and protect it from the risk of losing institutional knowledge.
- Usage of risk factors in scheduling inspections to ensure that jails with problems are inspected sooner rather than later.

One of the auditor's findings was that inspectors did not document the procedures or tests used to determine if a jail was in compliance with standards. Without properly documenting procedures and tests, the Commission could not verify whether inspectors reviewed all standards on every visit or tested a sufficient number of records to determine compliance. Since the Commission's jail inspection records serve as supporting evidence for their determination of compliance, this lack of verification left them without a policy for risk assessment inspections.

The auditors also found that the only documentation for annual jail inspections was the final report and a summary checklist. Texas law requires the Commission to review a jail's compliance with standards at least annually. It also requires the Commission to schedule announced and unannounced inspection of jails based on its history of compliance. Inspections were being conducted by the Commission's three jail

inspectors on a region by region basis to make the best use of physical and geographic considerations. The report also found that re-inspections of jails that were not in compliance were conducted through correspondence or "drop-by" visits.

Recommendations of the audit report suggested that the commission address documentation deficiencies. The Commission should develop forms that allow jail inspectors to document observations, specific deficiencies, and tests of reports and files. Formal risk assessment methodologies should be developed to allow an overall ranking of all jail facilities. The risk assessment system should incorporate efficiency factors, such as travel, as well as high risk factors like history of compliance. This system should also contain a mechanism for feedback to make the re-inspections a more integral part of the overall review process.

In response to the concerns raised and recommendations suggested by the audit report, the TCJS has instituted new policies regarding inspection documentation and risk assessment measures. The Commission will conduct mandatory meetings the last working Monday of each month to identify high risk facilities. Staff will provide reports on noncompliance and schedule inspections of identified jails by the fifth day of the following month. A copy of the new policies established by the commission follows:

Inspection Policies and Procedures

Scheduling of Regular Annual Inspections

Annual inspections will be scheduled and completed on a fiscal year basis with no more than fourteen (14) months between inspections. Any deviation from this procedure shall be approved by the Executive Director or Director of Operations and a written explanation shall become a part of the inspection records for that facility.

Each inspector shall schedule inspections for the upcoming month and insure that the schedule is in the Austin office no later than the fifth (5th) day of the month preceding the inspection. The notice of annual inspections shall be mailed to the owner/operators on or before the tenth (10th) of the month preceding the inspection. This notification provides officials ample time to arrange their schedule for the inspection. Changes in schedules after the notices have been mailed shall be approved by the Executive Director or Director of Operations. When possible, the inspectors shall arrange their schedules to minimize travel time and distance. All schedules shall be approved by the Director of Operations or in his absence, the Executive Director.

Occupancy Inspections

Occupancy inspections shall be performed by an inspector as soon as feasible after a project is completed. Dates for occupancy inspections shall be coordinated between the builder and the Construction Planner. To limit changing inspectors schedules as much as possible, a thirty (30) day notice shall be requested for all occupancy

inspections. The Director of Operations and Construction Planner will schedule occupancy inspections as soon as feasible.

Special Inspections

When a facility is non-compliant due to management related deficiencies, a special inspection shall be completed within six months of the non-compliant inspection report and every six months thereafter until the facility is in compliance. Special inspections may be completed on facilities identified as "high risk". The special inspection shall be unannounced unless directed otherwise by the Executive Director or Director of Operations and shall only cover the previous areas of non-compliance. Special inspections may be performed prior to the six month period when county officials indicate that non-compliant areas have been corrected or upon direction from the Executive Director or Director of Operations.

Unannounced Visits and Inspections

Unannounced visits to all jail facilities are encouraged and are usually well received by the operator. Inspectors should make as many "drop by" visits to facilities as time permits. These visits are not considered actual inspections but should be used to supplement inspections by providing information and assistance to the operators. Circumstances from time to time dictate the necessity for unannounced inspections based on such issues as inmates requests for assistance, management issues, staffing, populations and classification matters. These inspections shall be documented

and will only be performed as directed by the Executive Director or Director of Operations.

Reviewing Inmate Requests for Assistance

Reviewing of inmate requests for assistance shall be accomplished by reviewing the operators response to the request and determining that the request was handled properly. These requests may be reviewed during the annual inspection, on a "drop by" visit or upon a special visit when the Executive Director or Director of Operations deems it necessary.

Inspection of Juvenile Housing

When reviewing classification concerning juveniles, there are three areas of concern:

1. sight and sound separation;
2. certification in writing by the Juvenile Board or Juvenile Judge; and
3. co-located facilities that have been approved by the Criminal Justice Division, Office of the Governor, and the Texas Juvenile Probation Commission in writing (where juveniles are detained longer than six hours in a detention type cell.)

Violation of these three areas shall be reported under Classification, Chapter 271(a)(5).

Copies of inspection reports citing violations in these areas shall be forwarded to the Criminal Justice Division, Office of the Governor, and the Texas Juvenile Probation Commission. Inspectors will refer any questions concerning other areas of juvenile

detention to the local Juvenile Probation Office, Texas Juvenile Probation Commission or the Criminal Justice Division, Office of the Governor, whichever is appropriate.

Unavailability of an Inspector

When for any reason, an inspector is not available for a scheduled or special inspection, the inspection shall be rescheduled and the facility notified of the new date.

Smoke Masks

Inspectors shall be issued protective smoke masks. The inspectors are required to wear the masks when they are conducting smoke tests in enclosed areas.

Counties With Both Public and Privately Operated Facilities

Inspections for facilities located in counties hosting both privately operated and publicly operated county jails, including facilities operated by another governmental agency, shall be performed individually to include separate letters, annual jail reports, non-compliant reports, letters of non-compliance, certificates, facility survey sheets and facility survey cover sheets. The county judge and sheriff shall receive reports and be briefed on all operations. The private operator shall receive reports and be briefed only on the privately operated portion of the system. All facilities shall, when possible, be inspected during the same scheduled time period.

High Risk Facilities Assessment

The Commission shall conduct a monthly meeting scheduled on the last working Monday of each month to identify "high-risk" facilities.

- **Non Compliant Facilities Report**
A report of all non-compliant facilities noting each non compliant item, county responses to the issued Notice of Non-compliance, and previous inspection date.
- **Compliant Report**
A report identifying those counties that TCJS has received excessive complaints of a serious nature and/or complaints with inadequate or delayed responses.
- **Population Report**
A report identifying counties that are operating above their approved capacity and time interval since population compliance.
- **Operations Report**
A report identifying possible "high risk" facilities based on operational plan review or technical assistance needs.
- **Staffing Analysis Report**
A report identifying possible facilities with staffing problems.
- **Construction Report**
A report identifying facilities under construction.
- **Variance Report**
A report identifying facilities with variance that are requiring review within the next 60 days.

Following identification, the inspectors shall include the "high-risk" counties into their travel schedules for inspection. The schedule shall be completed by the 5th day of the following month. Inspections may be full inspections (annual) or could be noted as special inspections where audits are conducted only in areas of concern.

TEXAS JUVENILE PROBATION COMMISSION

In 1981, the Legislature created the Texas Juvenile Probation Commission (TJPC) to serve the growing population of juveniles being sent into the adult criminal justice system. Prior to its inception, juvenile justice services were very limited throughout the state. There were more counties without juvenile probation services than with juvenile detention centers.

The TJPC was charged with making probation services available, improving the effectiveness of juvenile probation services, providing alternatives to commitment of juveniles into the Texas Youth Commission, establishing uniform probation administration standards, and improving communication among state and local entities within the juvenile justice system. The TJPC is also responsible for regulations and monitoring the procedures designed to ensure the safety and security of personnel and offenders in secure juvenile pre- and post-adjudication correctional facilities.

Facilities Structure and Monitoring

In Texas, there are approximately 67 pre-adjudication secure detention facilities with over 2,000 beds and 46 post-adjudication secure correctional facilities with over 2,100 beds. These facilities are either owned and operated by a county or municipality or are operated by a private vendor under a contract with a county or municipality. The Texas Juvenile Probation Commission (TJPC) does not operate any secure facilities, but is responsible for setting and monitoring standards for the operation of such facilities.

Each of these facilities must be annually inspected and certified as suitable for the detention of children in compliance with the statute and TJPC standards by each juvenile court judge and by each member of the local juvenile board (Family Code §51.12). All such facilities are required to register with the TJPC (Human Resources Code §141.042 and Family Code §51.12). The TJPC annually inspects (monitors) all registered facilities for compliance with minimum standards. Below are some of the key standards adopted by TJPC to assure the safety of personnel and offenders in these facilities:

- Officer to juvenile ratios require waking ratios of 1 to 8 in pre-adjudication and 1 to 12 in post-adjudication facilities.
- Minimum of 2 officers on duty at all times.
- Single cell design and use required in pre-adjudication.
- Living unit population limitations in traditional post-adjudication facilities set at 24 juveniles and 50 juveniles in boot camp programs.
- Resident classification plan requirements.
- Officers are required to maintain certification in CPR, first aid, and approved physical restraint techniques.
- Facility administrators must report the death, attempted suicide, alleged abuse or neglect, and any serious injury that requires medical treatment by a physician to the TJPC within 24 hours of discovery.
- Each facility is required to have an internal investigation process for allegations of abuse and neglect. Pending this investigation the alleged perpetrators are required to be placed on administrative leave or be reassigned to a position with no contact with juveniles.
- TJPC has investigative authority for reports of abuse and neglect within secure facilities.

TJPC conducts annually scheduled monitoring visits to each of the state's pre-adjudication secure detention facilities and post-adjudication secure correctional facilities as required by Human Resources Code §141.042(d). Facilities are provided advance notice (14 to 30 days) of the monitoring visit.

TJPC also conducts periodic unannounced visits. All of the locally operated secure facilities (hold over, pre-adjudication, and post-adjudication) are eligible to receive an unannounced visit from the TJPC. These unscheduled visits can be made at any time and are usually conducted after traditional business hours. The scope of this type of visit will focus on standards that relate to health and safety issues for both staff and the juvenile populations, with an added emphasis on reviewing juvenile population counts and staff ratio standards. Due to the large number of facilities and importance of ensuring that each facility is thoroughly monitored and inspected, the committee recommends that the agency review personnel needs with regards to monitoring and inspection staff.

Commission Hiring Practices

The community-based juvenile justice system in Texas is composed of 172 juvenile boards that function as the procedural and policy setting entity for juvenile probation departments in Texas counties. These probation departments are staffed by a chief juvenile probation officer who typically manages its daily operations. Each department may employ certified juvenile probation officers, detention officers, corrections officers,

and clerical staff, professional staff, volunteers, and interns. At the end of fiscal year 1999, a total of 164 chief juvenile probation officers, 2,166 juvenile probation officers, and 1,244 juvenile detention and correction officers were employed by local departments.

The qualifications and duties of the TJPC employees vary. Juvenile probation officers must have earned a Bachelor's degree from an accredited college or university.

Additionally, the person must have either have one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by TJPC and/or one year of related work experience.

TJPC certification requires satisfactory completion of 40 hours of pre-service training.

Certified probation officers must complete 80 hours of continuing education every two years to maintain their certification.

Juvenile detention and correction officers are required to perform a wide range of duties in secure pre and post adjudication facilities. They are responsible for the daily care and supervision of residents who are experiencing various levels of social and emotional crisis. Preference in employment is given to those best qualified by education, training in juvenile corrections and those with Bachelor's degrees.

Chief juvenile probation officers must meet all of the statutory requirements related to education and work experience applicable to probation officers. Chief juvenile

probation officers are responsible for exercising executive, administrative, and supervisory direction of local juvenile probation departments and report directly to local juvenile boards.

To assure that appropriate personnel are hired to staff these facilities, prospective detention and corrections officers must undergo a criminal history record check and sex offender registration database check. Persons on community supervision, parole, or those serving a sentence for a criminal offense may not serve as detention or corrections officers.

TEXAS YOUTH COMMISSION

The Texas Youth Commission (TYC) is responsible for providing care, custody and control of children between the ages of 10 and 21 who are referred by the juvenile court system for engaging in delinquent behavior. The agency which was established in 1948 as the Texas Youth Development Council and was charged with helping communities develop child services for dependent and neglected youth and to administer the state's youth correctional facilities. In 1983, the agency was renamed the Texas Youth Commission.

Hiring and Background Requirements

TYC is the only one of the three agencies reviewed in this report that does not oversee standards for county agencies. For this reason the focus will be on the hiring and

background requirements for the agency. TYC has 3,991 full-time equivalent direct-care staff that supervise and deliver services to delinquent youth at 15 secure institutions and nine halfway houses. Almost one-third (31 percent) of direct-care staff have been on the job less than a year. Following are the employment standards and background check requirements used by TYC in hiring staff.

TYC Employee Background Checks

Applicants must meet job description requirements. TYC job descriptions meet the Texas Classification Act minimum standards. Any employment offer is contingent upon acceptable results of the following:

Applicants must provide a drivers license number and identify issuing state on the application. A driving record and criminal background check is conducted on all selected candidates.

Applicants with criminal records may be hired with approval according to the severity of the offense(s) described below. The approving authority must consider the applicant's offense(s) in light of the job responsibilities of the position sought by the applicant.

Further, the approving authority can be held responsible for approving the hiring of an employee who subsequently engages in job-related misconduct which was reasonably foreseeable in light of the employee's prior offense(s).

Capital Offenses or Felonies

If an applicant has ever been convicted or received deferred adjudication for a capital offense or first degree felony, hiring must be approved by the executive director or the deputy executive director.

If it has been ten years or more since the applicant completed his/her sentence following a conviction or deferred adjudication, and the applicant has no other intervening criminal charges, the applicant may be hired.

If it has been less than ten years since the applicant completed his/her sentence following a conviction or deferred adjudication, or the applicant has other intervening criminal charges, a request to hire must be reviewed and approved by the Director of Human Resources, taking into consideration the relevance of the offense(s) to the job responsibilities of the position for which the applicant has applied.

Misdemeanors

If it has been five years or more since the applicant completed his/her sentence following a conviction or deferred adjudication and the applicant has no other intervening criminal charges, the applicant may be hired.

If it has been less than five years since the applicant completed his/her sentence following a conviction or deferred adjudication, or if the applicant has other intervening

criminal charges, a request to hire must be reviewed and approved by the Institutional Superintendent, the Director of Contract and Support Programs, the appropriate Director of Juvenile Corrections, or the appropriate Central Office Department Head, taking into consideration the relevance of the offense(s) to the job responsibilities of the position for which the applicant has applied.

Retaining Juvenile Corrections Officers

In an effort to aid in recruitment and retention of career juvenile correctional personnel, the 76th Legislature approved a salary adjustment pay program to achieve comparable pay with Texas Department of Criminal Justice (TDCJ) correctional officers. The pay program went into effect March 1, 2000 and salary adjustments appeared on April 1 paychecks.

Reaction from the Youth Commission's juvenile correctional officers has been positive. In anticipation of the pay increase, turnover dropped for the first time in ten years during the first quarter of FY2000. In FY1999, the turnover rate was 42.2% for juvenile correctional officers. FY2000 projected turnover is 37.6%.

The TYC juvenile correctional officers currently receive 80 hours of training prior to service. The agency is proposing to significantly increase the hours of training during the first six months of service in FY2001. The national average for juvenile correctional officers is 160 hours.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

This interim there has been an increased focus on the Texas prison system. Much of this attention has centered on The Texas Department of Criminal Justice and its shortage of correctional officers. The Senate Committee on Criminal Justice held an interim hearing on March 22, 2000 to hear from executives from TDCJ, correctional officers, and correctional officer representatives regarding methods to employ and retain effective security personnel within the system.

Correctional Officer Employment and Retention

A Summary of Correctional Officer Positions shows a breakdown of correctional officers positions within the agency (**appendix A**). As you can see the vacant positions fluctuated up and down until May 1999, when the number of vacant positions was 911. In May 2000, there were approximately 24,049 correctional officers employed. The number of authorized correctional officer positions was 26,035, leaving 1,986 vacant positions.

Two main factors have contributed to the current shortage of correctional officers. An economic boom has thinned the ranks of low paid correctional officers and the increased prison population has put more strain on the remaining guards. With the current economic boom, occupations in the field of corrections are not as appealing as they once were. Couple that with a prison population that has increased from approximately 50,000 to 160,000 in the past ten years and you begin to see the

changing dynamics of correctional officers duties.

The correctional officer shortage comes at a time when prison population is on the rise and the legislature is deciding whether more prison construction is needed. One reasons for the population increase is that inmates are serving more of their time in prison. With the most dangerous offenders being locked up longer than ever, the street violence of the 1980s and early 1990s appears to be having an impact inside the prisons. Inmate assaults on guards have more than doubled, from 918 in 1996, to 2,044 in 1999. The increase may reflect a "hardening of the inmate population," where more prisoners are serving such long sentences they feel they have nothing to lose by attacking guards.

The Texas Board of Criminal Justice has recently taken measures to increase the safety of correctional guards within TDCJ. At their July 2000 meeting the board unanimously approved a policy allowing certain correctional officers to carry 8-ounce canisters of pepper spray while on duty. This policy as well as ongoing reviews of safety systems throughout the entire system are efforts to provide a safer working environment for all security and prison personnel.

This summer as the shortage of correctional officers approached the crisis level, the legislative leadership and the Governor acted by executive order to institute a new guard position. This order established a position of Correction Officer IV, open to

officers with over 36 months of service. A breakdown of this correctional career ladder adjustment is attached (**appendix B**).

The career ladder adjustment, however, is a temporary solution. Continued funding at this level, or a restructuring of the Correctional Career Ladder must be addressed by the legislature when it convenes in January 2001. TDCJ has proposed an updated security staff salary schedule to be presented to the full legislature when it convenes in January (**appendix C**). This proposed salary schedule and continued increase in recruiting and retention programs throughout the agency will serve to expand the applicant pool with which our correctional officers are selected, and provide Texas with highly qualified and trained security personnel.

Legislative attempts to address correctional officer compensation issues are not new. Several years ago the legislature approved a supplemental retirement package for correctional officers (**appendix D**). The TDCJ Retirement Benefits Overview illustrates the difference between the correctional officer supplement and the standard state employee retirement package. The retirement benefits, while appealing to those close to retirement, may prove to be less appealing to new recruits.

TDCJ has recently increased its recruitment activities to address the growing number of vacancies. Since September 1, 1999 TDCJ has hired 140 correctional officers. TDCJ has participated in 11 job fairs since May 18, 2000 and a total of 82 job fairs in FY

2000. Job fair scheduling is ongoing throughout the year with 20 pending through October FY 2001. Along with the extended job fair training, TDCJ has also expanded its college sponsored training program and paid training program. With TDCJ's continued aggressive recruiting drive and proposed salary schedule adjustments correctional officer issued will be at the center of the legislative deliberation regarding the criminal justice system.

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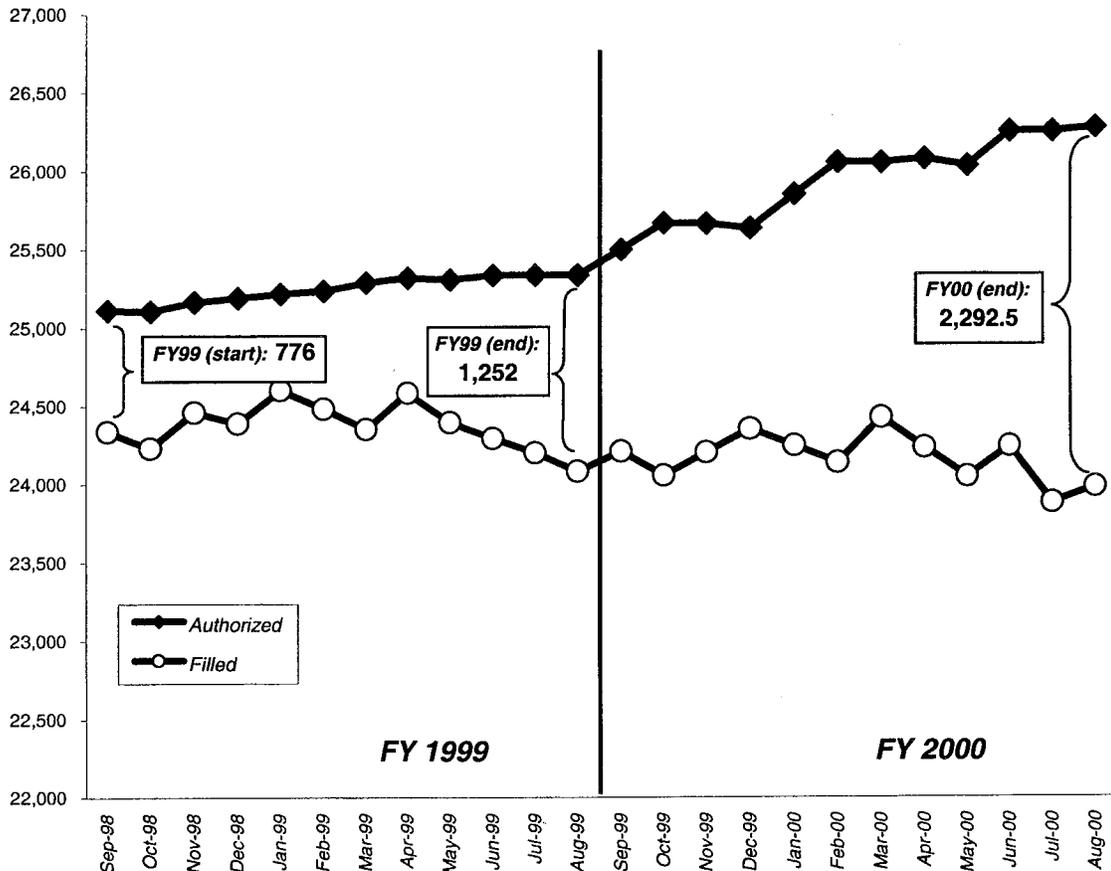
APPENDIX:

Texas Department of Criminal Justice

Correctional Officers (Authorized / Filled)

Month	Authorized	Filled	Vacant	Filled %	Vacant %
Sep-98	25,113	24,337	776	96.91%	3.09%
Oct-98	25,106	24,233	873	96.52%	3.48%
Nov-98	25,165	24,462	703	97.21%	2.79%
Dec-98	25,192	24,391	801	96.82%	3.18%
Jan-99	25,218	24,604	614	97.57%	2.43%
Feb-99	25,236	24,483.5	752.5	97.02%	2.98%
Mar-99	25,290	24,354.5	935.5	96.30%	3.70%
Apr-99	25,320	24,586	734	97.10%	2.90%
May-99	25,310	24,399	911	96.40%	3.60%
Jun-99	25,338	24,297	1,041	95.89%	4.11%
Jul-99	25,338	24,204	1,134	95.52%	4.48%
Aug-99	25,338	24,086	1,252	95.06%	4.94%
Sep-99	25,500	24,214	1,286	94.96%	5.04%
Oct-99	25,669	24,059	1,610	93.73%	6.27%
Nov-99	25,667	24,208.5	1,458.5	94.32%	5.68%
Dec-99	25,636	24,356	1,280	95.01%	4.99%
Jan-00	25,853	24,250	1,603	93.80%	6.20%
Feb-00	26,057	24,140	1,917	92.64%	7.36%
Mar-00	26,057	24,428	1,629	93.75%	6.25%
Apr-00	26,078	24,237	1,841	92.94%	7.06%
May-00	26,035	24,049	1,986	92.37%	7.63%
Jun-00	26,254	24,244.5	2,009.5	92.35%	7.65%
Jul-00	26,254	23,883.5	2,370.5	90.97%	9.03%
Aug-00	26,278	23,985.5	2,292.5	91.28%	8.72%

FY 99 Average	25,247.0	24,369.8	877.3	96.53%	3.47%
FY 00 Average	25,944.8	24,171.3	1,773.6	93.18%	6.82%



Texas Department of Criminal Justice

Correctional Career Ladder Adjustment

TITLE	<i>Current Annual Salary</i>	<i>Authorized Annual Salary</i>	<i>Annual Salary Increase</i>
Correctional Officer III (promoting to Correctional Officer IV)	\$26,724	\$28,380	\$1,656
¹ Sergeant	\$28,380	\$29,345	\$965
² Food Service Manager II	\$26,724	\$28,380	\$1,656
² Food Service Manager III	\$31,068	\$32,988	\$1,920
² Laundry Manager II	\$25,176	\$26,724	\$1,548
² Laundry Manager III	\$27,540	\$29,232	\$1,692

Effective Date - July 1, 2000

Note: Only employees with over 36 months of service are eligible to receive the above pay adjustment. This would immediately impact approximately 17,900 employees, roughly 15,000 of whom are Correctional Officers.

- ¹ To avoid unacceptable salary compression, Sergeants will receive a 3.4% annual adjustment, equivalent to 1 pay step.
- ² Eligible Laundry and Food Service Managers will receive a 2 step pay adjustment from their **current** salary. The current and authorized salaries denoted above represent the **average** annual salaries.

**TDCJ Security Staff
Salary Schedule**

<i>Position Title</i>	<i>Salary Group/Step</i>	<i>Annual Salary</i>	<i>Length of Time at Salary Increment</i>
Career Ladder			
Correctional Officer I	A7-2	18,924	2 months
Correctional Officer II	A9-3	21,744	6 months
Correctional Officer III	A11-2	23,748	6 months
Correctional Officer III	A11-4	25,176	6 months
Correctional Officer III	A11-6	26,724	16 months
Correctional Officer IV	<i>Exempt</i>	28,380	-

(1)

Further Security Promotions

Sergeant	B5	29,352	(2)
Lieutenant	B7	30,360	
Captain	B8	31,404	
Major	B10	35,100	
Assistant Warden	B13	42,216 - 43,560	
Warden I	B14	47,400 - 56,825	
Warden II	B15	61,365	

- (1) As authorized by GAA, 76th Leg., Art V, Rider 11 and Executive Order GWB 00-4 (dated 5/18/00), the correctional officer salary series serves as a career ladder. An officer progresses from a Group 7 / Step 2 to a Group 11 / Step 6 during the first 36 months of employment. (College Program participants begin as a Group 9 / Step 3.) After 36 months of employment, an officer promotes to a Correctional Officer IV position.
- (2) Upon employment as a sergeant, an employee receives the B5 minimum salary, or 3.4% more than their prior salary, whichever is higher. After a six-month probationary period, sergeants receive the salary denoted above, as authorized by Executive Order GWB 00-4.

NOTE: The national average salary range for **correctional officers** is: \$21,855 - 34,728.
The regional average salary range (17 southern states) for **correctional officers** is: \$19,008 - 32,975.
(SOURCE - The Corrections Yearbook, 1999)

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
Retirement Benefits Overview

REGULAR STATE EMPLOYER RETIREMENT	SUPPLEMENTAL RETIREMENT (CPO/CO)
<p>RETIREMENT ELIGIBILITY CRITERIA</p> <p>★ VESTED: 5 years (Employees contribution plus 5% interest is refundable if employee leaves State employment prior to retirement)</p> <p>★ FORMULA = 2.25% for each year of creditable service multiplied by average salaries of highest 36 months</p> <p>★ FULL BENEFITS</p> <ul style="list-style-type: none"> ➤ 5 years service at age 60 - 11.25% of average salary (no retiree health insurance, health coverage through COBRA for 18 months) ➤ 10 years service at age 60 - 22.5% of average salary ➤ Sum of age and amount of service equals 80 (% = years of service times 2.25%) ➤ Longevity Pay = \$4 monthly per year of service in 5-year increments (maximum of 40 years) <p>SAMPLE CALCULATIONS:</p> <ol style="list-style-type: none"> 1. Administrative Technician II (Paygroup A11/06) Same annual salary for 36 months: \$26,724.00 Age: 50 Years of Service: 20 <i>Ineligible for Full Benefits</i> (age + service does not equal 80) 2. Administrative Technician II (Paygroup A11/06) Same annual salary for 36 months: \$26,724.00 Age: 55 Years of Service: 25 <i>Eligible Benefits:</i> \$26,724.00 x 25 x 2.25% = \$15,032.25 	<p>RETIREMENT ELIGIBILITY CRITERIA</p> <p>★ VESTED: 5 years (Employees contribution plus 5% interest is refundable if employee leaves State employment prior to retirement)</p> <p>★ FORMULA = 2.75% for each year of creditable service multiplied by average salaries of highest 36 months (minimum of 20 years CPO/CO service required)</p> <p>★ FULL BENEFITS (Normal Age Retirement)</p> <ul style="list-style-type: none"> ➤ 10 years CPO/CO service at age 55 - 22.5% of average salary (Regular Retirement Rate calculated at 2.25%) ➤ 20 years CPO/CO service at age 50 - 55% of average salary (Supplemental Retirement Rate calculated at 2.75%) ➤ Sum of age and amount of service = 80 with 20 year CPO/CO service minimum even if under age 50 ➤ Hazardous Duty Pay = \$7 monthly per year (maximum of 30 years) <p>★ Early Age Retirement (Reduced Benefits) 20 years CPO/CO service at any age</p> <p>SAMPLE CALCULATIONS:</p> <ol style="list-style-type: none"> 1. Correctional Officer III (Paygroup A11/06) Same annual salary for 36 months: \$26,724.00 Age: 50 Years of Service: 20 <i>Eligible Benefits:</i> \$26,724.00 x 20 x 2.75% = \$14,698.20 2. Correctional Officer III (Paygroup A11/06) Same annual salary for 36 months: \$26,724.00 Age: 55 Years of Service: 25 <i>Eligible Benefits:</i> \$26,724.00 x 25 x 2.75% = \$18,372.75